

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATION

Effective December 18, Mr. G. E. Rathell is hereby designated as Director of the Technical Staff for Fiscal Management. This staff, as a part of the Management and Organization Division, will perform the functions assigned in the PMA Instruction 111.3, "Functional Organization of Special Technical Staff on Fiscal Management."

ADMINISTRATIVE  
NOTICE NO. 3  
12-18-45

CANCELATION OF PACKER OVERTIME PROVISIONS IN ADMINISTRATIVE NOTICE NO. 2: Rescinded paragraph II B of Administrative Notice No. 2.

This Notice was sent out separately.

ADMINISTRATIVE  
NOTICE NO. 4  
12-19-45

OFFICIALS OF THE PRODUCTION AND MARKETING ADMINISTRATION WASHINGTON: Announces personnel designates of key officials in Washington.

NEW RELEASES

110.1  
12-17-45

FUNCTIONAL ORGANIZATION OF THE OFFICE OF AUDIT: Outlines major functions and responsibilities of the Office of Audit both in Washington and in the field.

111.3  
12-17-45

FUNCTIONAL ORGANIZATION OF SPECIAL TECHNICAL STAFF ON FISCAL MANAGEMENT: Establishes and describes functions of a Special Technical Staff on Fiscal Management to be attached to the Office of Chief, Management and Organization Division, Budget and Management Branch.

111.4  
12-17-45

PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS: Places technical direction of all budget and management functions within the BM Branch; places administrative direction of all such functions in that branch, except for the Field Service Branch; assigns responsibility for determining the time of assuming administrative direction of such functions now performed in other branches and the authority for future delegation of administrative direction of such functions.

111.5  
12-18-45

FUNCTIONAL ORGANIZATION OF BM BRANCH - WASHINGTON: Outlines the major functions and responsibilities of the BM Branch which are to be carried out in accordance with PMA Instruction 111.4, "Performance of Budget and Management Functions;" lists the Divisions of the BM Branch and the functions of each Division.

112.1 ..... FUNCTIONAL ORGANIZATION OF BM BRANCH AREA OFFICES: Out-  
12-18-45 lines the major functions and responsibilities of the BM  
Branch Area Offices which are to be carried out in accord-  
ance with PMA Instruction 11.4, "Performance of Budget  
and Management Functions;" lists Area Divisions and their  
major functions. CONTINUE ROUTING ALL ADMINISTRATIVE  
DOCUMENTS AS AT PRESENT UNTIL FURTHER NOTICE.

Reserve

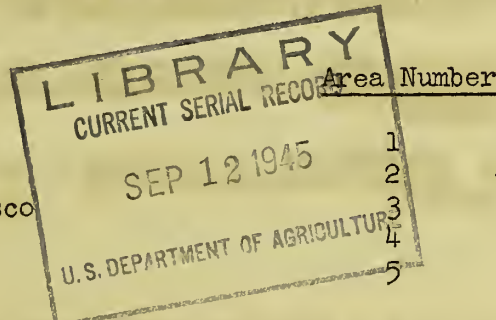
Notice

Mr. F. A. March has been transferred to the State Department effective March 24. The position of Deputy Director for Management, Office of Marketing Services, is being abolished. Mr. F. J. Hughes is designated Acting Assistant to the Director with administrative responsibility for the Fiscal, Personnel, and Administrative Services Divisions. Mr. W. A. DeVaughn is designated Acting Chief, Personnel Division. Change Administrative Notice No. 5, dated January 12, 1945, accordingly. Requisite organizational changes are shown in the revision of OMS Instruction 111.1 attached.

Effective immediately the OMS staff division offices in the field (formerly OD regional offices), will be designated as area offices. The location of the offices and the numbers assigned are:

Location

New York  
Chicago  
San Francisco  
Dallas  
Atlanta



The names of the divisions in each area office and titles of the heads of the staff divisions are:

Office Designation

Title of Office Head

Area Administrative Services Office  
Area Finance Office  
Area Personnel Office

Area Administrative Services Officer  
Area Finance Officer  
Area Personnel Officer

Procedure Manual

INSERT ADMINISTRATIVE NOTICE NO. 9: ARMED FORCES PERSONNEL IN HOSPITALS - This Notice is to be circulated to all employees.

REMOVE OMS INS. 111.1, DATED 2-23-45: ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington - Superseded by OMS Ins. 111.1, dated 3-27-45.



PROCEDURE TRANSMITTAL

INSERT OMS INS. 111.1, DATED 3-27-45: ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington - This Instruction has been revised to show the following organizational changes: (1) the Budget and Organization Division reports directly to the Director; (2) the Marketing Reports Division reports to the Deputy Director for Operations; (3) Personnel, Fiscal, and Administrative Services Divisions report to the Assistant to the Director; (4) effective March 23, the Compliance Branch was transferred to the Office of Investigatory Services.

Forms Manual

OBSOLETE W.A. FORM 26: "WAREHOUSE LICENSE NO. \_\_\_\_\_ NAME OF WEIGHER" - The A/S Division will salvage existing stock.

REMOVE STANDARD FORM NO. 51 (APPROVED JAN. 5, 1942): REPORT OF EFFICIENCY RATING - Superseded by Standard Form No. 51, Rev.

INSERT STANDARD FORM NO. 51, REV. (APPROVED DEC. 1943): REPORT OF EFFICIENCY RATING

OBSOLETE FORM FDA-546: CERTIFICATE OF SAMPLING - A/S Division will salvage existing stocks.

## I SCOPE

This Instruction establishes definite lines of authority and responsibilities of persons reporting to the Director.

## II IMMEDIATE OFFICE OF THE DIRECTOR

A Deputy Director for Operations - Acts as Acting Director in the absence of the Director; provides a focal point within OMS for securing the advice and cooperation of the food industry in OMS programs; serves as chairman of the OMS Order Review and Clearance Committee; directs the war food order programs and the regulatory and service activities of OMS, including market news, grading, inspecting, and market facilities; reviews and approves as Acting Director decisions of the Petition Review Committee in connection with order administration; and is administratively responsible for the branches under his jurisdiction.

B Deputy Director for Civilian Programs - Acts as Acting Director in the absence of the Director and the Deputy Director for Operations; forms civilian food supply policy, including pricing, rationing, and improvements in nutritional standards; directs planning for marketing goals and commodity requirements; and is administratively responsible for the Civilian Food Requirements and the Nutrition Programs Branches.

C Assistant to the Director - Advises and assists the Director in planning and directing comprehensive staff services programs for OMS both in Washington and the field in line with policies and practices of the Department and the WFA; develops and coordinates policies, plans and operating methods for OMS fiscal, personnel and administrative services activities; and is administratively responsible for the Personnel, Fiscal and Administrative Services Divisions.

D Budget and Organization Division - Develop and recommend to the Director the budgetary and organizational plans for OMS; prepare and assist in presentation of OMS budgets to the War Food Administration, the Bureau of the Budget and Congress; prepare over-all policy and administrative procedures and maintain a procedural issuance system; assist branches and divisions in the development and installation of internal procedures; review and approve proposed OMS forms; allocate funds and personnel ceilings and maintain controls; and develop work-load, statistical, and reporting standards for OMS.

## III BRANCHES ASSIGNED TO THE DEPUTY DIRECTOR FOR OPERATIONS

A Commodity Branches - Performed the following functions with respect to commodities assigned to them: Responsible for over-all commodity analysis and planning, including the making of recommendations to CCC with respect to price support, subsidy, export and other programs;



participate with CCC in developing supply estimates and allocations recommendations; work with AAA on production planning; recommend time, extent and conditions of rationing foods; review and recommend modifications of proposed price regulations; assist CCC in developing purchase programs and in administering WFO-63; develop and administer programs to effect economies in and to improve processing and marketing of food and farm products; develop and administer food orders (set-aside orders are developed at the request of CCC but administered by OMS); work with industry in developing new and substitute products and processes; conduct market news services; develop and issue standards and inspect and grade for private and Government accounts; assist CCC and other Government agencies in developing purchase specifications; administer laws as assigned; review for and recommend to OMF priority applications for materials and equipment; and direct field offices. In addition the following specific assignments are made:

1 Cotton and Fiber Branch - Administer the Cotton Classification, Statistics, Standards, and Futures Acts, and the Naval Stores Act; cooperate with producers and others in improving quality and marketing practices; perform fiber and spinning tests; conduct technical research relating to standardization; administer Section 32 programs as assigned.

2 Dairy and Poultry Branch - Administer that part of the Agricultural Marketing Agreement Act of 1937 applying to dairy products, and supervise and direct market administrators.

3 Fats and Oils Branch - All activities covered under III A.

4 Fruit and Vegetable Branch - Administer the Standard Container Acts of 1916 and 1928, the Produce Agency Act, the Perishable Agricultural Commodities Act, the Export Apple and Pear Act and the applicable part of the Agricultural Marketing Agreements Act of 1937.

5 Grain Products Branch - Administer the U. S. Grain Standards and the Federal Seed Acts and conduct standardization research and grain testing.

6 Livestock and Meats Branch - Administer the Packers and Stockyards Act, the Insecticide Act of 1910, the Wool Standards Act, and the Meat Inspection Act.

7 Special Commodities Branch - All activities covered under III A.

8 Sugar Branch - Administer the Sugar Act of 1937.

9 Tobacco Branch - Administer the Tobacco Inspection Act, the Tobacco Stocks and Standards Act, and the Tobacco Seed and Plant Exportation Acts.

B Industry Regulation Branches - Perform the following functions:

1 Marketing Facilities Branch - Administer the U. S. Warehouse Act, 28-Hour Act, and section 201 of the Agricultural Adjustment Act of 1938; develop programs for improving food transportation and marketing



facilities, and administer food orders as assigned; plan and formulate food marketing goals; advise and assist the commodity branches in developing price support and subsidy recommendations; and develop proposed programs for improved post-war marketing.

2 Industry Operations Branch - Serve as a central OMS contact point for food industries; establish and service national food industry advisory committees; and form and service other food advisory committees.

C Marketing Reports Division - Prepare and issue marketing reports and food order information to farm and trade groups through the press, radio, and bulletin releases; assist in dissemination of market news; conduct container salvage and other assigned programs; and furnish technical direction and assistance for Marketing Reports field offices.

#### IV BRANCHES ASSIGNED TO THE DEPUTY DIRECTOR FOR CIVILIAN PROGRAMS

A Civilian Food Requirements Branch - Serve as claimant for the civilian population in the preparation and presentation of their food requirements both from a nutritional and a quantitative viewpoint; recommend or review rationing adjustments, and food orders affecting civilian food distribution, and perform other functions relating to civilian food supply.

B Nutrition Programs Branch - Plan and develop Nation-wide programs for the improvement of nutritional standards and food habits; cooperate with national, State, and local officials in developing nutritional studies and educational programs; and direct the activities of the executive secretaries in various States.

#### V DIVISIONS ASSIGNED TO THE ASSISTANT TO THE DIRECTOR

A Administrative Services Division - Conduct a program in line with policies of the Administration and the Department to provide administrative services, such as procurement and management of property, equipment, supplies, space, utility services, and communication facilities for Washington and field offices; carry out security program to provide for the preservation and safekeeping of vital and confidential information; provide uniform records management system for documentation of OMS operations; administer mileage program; provide for reproduction and distribution services; and direct the activities of Area Administrative Services Offices.

B Fiscal Division - Formulate fiscal policies and apply such policies to existing or proposed programs; develop and adopt fiscal procedures and techniques; develop and maintain general and allotment ledgers on all OMS activities; audit and certify vouchers; prepare pay rolls; maintain liaison on fiscal matters with the Treasury Department, the General Accounting Office and other Government agencies; conduct audits of public and private agencies in connection with disbursement of public funds; and direct the activities of the Area Finance Offices.

C Personnel Division - Develop and carry out a comprehensive personnel program for OMS in line with the policies and practices of the Administration, the Department, and the Civil Service Commission, including personnel training and safety, employment, classification, and personnel utilization programs to insure the best use of manpower; organize and conduct programs for improving employee relations, and maintain an employee counseling service; and direct the activities of Area Personnel Offices.

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ARMED FORCES PERSONNEL IN HOSPITALS

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## I     A SERVICE OFFERED

You may have close relatives as well as former employees in the armed forces. Some of them may be hospitalized in this country or in one of its possessions, but so far from their homes or their former offices that visits by some one personally interested in them are not practical. The Department of Agriculture has offices in every part of the United States and in most of its possessions. A personal service has been set up to arrange, when possible, for some Agriculture employee to call on the person hospitalized. It is felt that this service will foster and promote the principles in which all of us in the Department believe.

## II    WHAT YOU DO TO PARTICIPATE

A    Employees - If you wish to use this service, direct your request (original and one copy) to Henry F. Shepherd, Chief, Division of Personnel Relations and Safety, Office of Personnel, USDA, Washington, 25, D. C. The following information is necessary:

- 1 Full name of person hospitalized
- 2 Serial number - or other identification
- 3 Name of hospital
- 4 Specific location of hospital
- 5 Statement of relationship to Department of Agriculture
- 6 Any special message or item of interest that might aid in establishing the contact
- 7 Full name and address of person making request

B    Officials in Charge of All OMS Offices - If your office is located near hospitals in which there are members of the armed forces, please notify Mr. Shepherd, giving the name and location of the hospital and the address of your office.

## III   HOW THE SERVICE WORKS

When a request is received, a copy will be sent immediately to the nearest Agriculture office. This request will be the only notice needed to visit the hospitalized person. The visitor should then notify the person making the request, sending a copy of his letter to Mr. Shepherd to complete the record. Sorry, franked mail cannot be used.





Standard Form No. 51, Rev.  
Approved Dec. 1945  
C. S. C. Dept. Cir. No. 463

Form approved  
Budget Bureau No. 50-R012.  
Approval expires Mar. 30, 1946.

## REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL:  
REGULAR ( ) SPECIAL ( )  
PROBATIONAL or TRIAL PERIOD ( )

As of \_\_\_\_\_ based on performance during period from \_\_\_\_\_ to \_\_\_\_\_

(Name of employee)

(Title of position, service, and grade)

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		

- |  |  |
|--|--|
| <p>_____ (1) Maintenance of equipment, tools, instruments.</p> <p>_____ (2) Mechanical skill.</p> <p>_____ (3) Skill in the application of techniques and procedures.</p> <p>_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>_____ (5) Attention to broad phases of assignments.</p> <p>_____ (6) Attention to pertinent detail.</p> <p>_____ (7) Accuracy of operations.</p> <p>_____ (8) Accuracy of final results.</p> <p>_____ (9) Accuracy of judgments or decisions.</p> <p>_____ (10) Effectiveness in presenting ideas or facts.</p> <p>_____ (11) Industry.</p> <p>_____ (12) Rate of progress on or completion of assignments.</p> <p>_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p>_____ (14) Ability to organize his work.</p> <p>_____ (15) Effectiveness in meeting and dealing with others.</p> <p>_____ (16) Cooperativeness.</p> <p>_____ (17) Initiative.</p> <p>_____ (18) Resourcefulness.</p> <p>_____ (19) Dependability.</p> <p>_____ (20) Physical fitness for the work.</p> | <p>_____ (21) Effectiveness in planning broad programs.</p> <p>_____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>_____ (23) Effectiveness in devising procedures.</p> <p>_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>_____ (27) Effectiveness in promoting high working morale.</p> <p>_____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>_____ (30) Ability to make decisions.</p> <p>_____ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- \_\_\_\_\_ (A) \_\_\_\_\_
- \_\_\_\_\_ (B) \_\_\_\_\_
- \_\_\_\_\_ (C) \_\_\_\_\_

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official _____
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by \_\_\_\_\_ (Signature of rating official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Reviewed by \_\_\_\_\_ (Signature of reviewing official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Rating approved by efficiency rating committee \_\_\_\_\_ (Date) Report to employee \_\_\_\_\_ (Adjective rating)

16-26177-2

Form Number: SF-51, Rev.

Actual Size: 8" x 10½"

Title: Report of Efficiency Rating

Printed: 1 Page

PREPARATION: By rating Officials in original only.

DISTRIBUTION: Given to reviewing official.

PROCEDURE COVERING USE: 317.1

DISTRIBUTION: A, W, R, B





Standard Form No. 51, Rev.  
Approved Dec. 1943  
C. S. C. Dept. Cir. No. 453

Form approved  
Budget Bureau No. 50-R012.  
Approval expires Mar. 30, 1946.

## REPORT OF EFFICIENCY RATING

ADMINISTRATIVE—UNOFFICIAL ( )  
OFFICIAL:  
REGULAR ( ) SPECIAL ( )  
PROBATIONAL or TRIAL PERIOD ( )

As of \_\_\_\_\_ based on performance during period from \_\_\_\_\_ to \_\_\_\_\_

(Name of employee)

(Title of position, service, and grade)

(Organization—Indicate bureau, division, section, unit, field station)

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✓ if adequate		
— if weak		
+ if outstanding		

- \_\_\_\_ (1) Maintenance of equipment, tools, instruments.  
\_\_\_\_ (2) Mechanical skill.  
\_\_\_\_ (3) Skill in the application of techniques and procedures.  
\_\_\_\_ (4) Presentability of work (appropriateness of arrangement and appearance of work).  
\_\_\_\_ (5) Attention to broad phases of assignments.  
\_\_\_\_ (6) Attention to pertinent detail.  
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\_\_\_\_ (18) Resourcefulness.  
\_\_\_\_ (19) Dependability.  
\_\_\_\_ (20) Physical fitness for the work.

- \_\_\_\_ (21) Effectiveness in planning broad programs.  
\_\_\_\_ (22) Effectiveness in adapting the work program to broader or related programs.  
\_\_\_\_ (23) Effectiveness in devising procedures.  
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\_\_\_\_ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.  
\_\_\_\_ (26) Effectiveness in instructing, training, and developing subordinates in the work.  
\_\_\_\_ (27) Effectiveness in promoting high working morale.  
\_\_\_\_ (28) Effectiveness in determining space, personnel, and equipment needs.  
\_\_\_\_ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.  
\_\_\_\_ (30) Ability to make decisions.  
\_\_\_\_ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- \_\_\_\_ (A) \_\_\_\_\_  
\_\_\_\_ (B) \_\_\_\_\_  
\_\_\_\_ (C) \_\_\_\_\_

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official _____
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by \_\_\_\_\_ (Signature of rating official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Reviewed by \_\_\_\_\_ (Signature of reviewing official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Rating approved by efficiency rating committee \_\_\_\_\_ (Date) Report to employee \_\_\_\_\_ (Adjective rating)

16-26177-2

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DISTRIBUTION: A, W, R, B

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